**Request for Information Notice**

**Ref: LJMU 2314 – PRINCE2 Foundation Training Materials Provider**

**Monday 26th June 2023**

You are invited by Liverpool John Moores University, to provide information pertaining to the following requirement.

Before we issue an ITT, we would like to gain an understanding of the appetite for this requirement, including the breadth of suitable suppliers and any other information we may not be aware of before going out to tender.

Please provide a completed RFI no later than 17:00 on Monday 10th July 2023.

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**The Requirement**

LJMU are looking to go out to tender for an online training materials provider for PRINCE2 Foundation, for approximately 100 postgraduate students annually.

The supplier must be able to provide the following:

- Full access to teaching/learning materials

- Foundation exam and certificate

- Lifetime access to PRINCE2 documents for both students and staff

- All materials must be electronic/online

We are not at this stage looking for a training provider to provide online training sessions, as these will be delivered via lectures to the postgraduate students. This requirement is for the training materials including exams and certificates.

**Timescales**

The first requirement for this provision will be the second semester of the academic year 23/24. Therefore, we believe this contract will begin approximately December 2023.

LJMU request the following information as a response to this RFI:

**Section One**

**1.1 Company Information**

|  |  |
| --- | --- |
| Company Name | *Insert company name* |
| Company Address | *Insert company address* |
| Main contact name for this RFI | *Insert suppliers staff contact name* |
| Main contact email for this RFI | *Insert suppliers staff contact email* |
| Website address | *Insert website address (e.g.,* [*www.ljmu.ac.uk*](http://www.ljmu.ac.uk)*)* |
| Nature of Organisation, e.g., Plc, Ltd, Partnership etc. | *Insert here* |
| Parent Company (if applicable) |  |
| Subcontractors – do you utilise subcontractors, if so in what capacity? (if applicable) |  |
| Number of employees | *Insert here* |
| Organisational Turnover | *£* |
| Number of years in operation | *X years* |

**1.2 Insurance Cover**

|  |  |
| --- | --- |
| **Insurance Type** | **Value of cover** |
| Employers Liability | *£* |
| Public Liability | *£* |
| Professional Indemnity | *£* |
| Product Liability | *£* |

* 1. **Capabilities**

Please provide a brief description of your capabilities for this requirement: (500 words max)

*Insert summary here*

**1.4 Indicative Costings**

With reference to the background information provided in this RFI, please provide indicative pricing as to what the costs are for the services (exclusive of VAT). (500 words max)

*Insert indicative costings and information.*

**1.5 Terms and Conditions**

LJMU may tender for this requirement, and if we do embark on the Procurement will include contractual terms. Are there any deal breaker terms that would prohibit you in bidding? (500 words max)

*Insert here*

**1.7 Any further information you wish to provide pertaining to your solution?**

Please provide any additional information that LJMU may find of use with regards to this requirement, such as areas of issue we may not have identified (500 words).

*Insert here*

|  |  |  |  |  |  |  |  |
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